

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Minutes

Meeting took place on April 6, 2022, as a hybrid meeting, both in person and via Zoom.

- Call to Order
 - Meeting was called to order by Donna Richards at 5:32 pm.

- Attendance:

Present:

Victoria Woodley, Director
Dory Lewis, Assistant Director
Donna Richards, Chair
Anne Mulhern, Vice Chair
Linda Kilbride, Secretary
Katy Aronoff
Judith Davidson
Suzanne Frechette
Syed Hasan (Zoom)
Helen Littlefield
Muriel Parseghian
Amy Watson

Excused:

Christine O'Connor

Guest: Belinda Juran, Foundation

- Acceptance of / Amendment to Agenda
 - The agenda was unanimously approved on a motion by Linda Kilbride and seconded by Helen Littlefield.
- Meeting Minutes – March 2, 2022
 - The meeting minutes were unanimously accepted on a motion by Judy Davidson and seconded by Suzanne Frechette.
- Status of Director Posting & Interim Director
 - Vicky does not know the status. Last week Mary Callery asked Dory if she would take on the interim position, but no one has heard back. Dory said she would let Donna know by the end of the week and Donna will request status update from Lisa Golden.
 - Lisa Golden felt they needed to see more resumes. The trustees do not get to see applications. Trustees will be invited to participate in second round interviews.
 - The position is posted on MBLC, ALA, and other library associations. The virtual job fair at Simmons was sent to Lisa Golden and Mary Callery.
 - It was discussed that the position should be posted in all New England states.
- NLW Open House recap

- There was good attendance. The consensus was that the library should do it annually. An annual report should be on the website. It was suggested the pamphlet presented at the open house should be on the website. Donna will take the request to the Strategic Plan Advocacy Team for review.
- Update on Strategic Plan Implementation
 - WOACE - SP Teams are in place (subcommittees) devoted to tackling the major goals of the Strategic Plan. The trustees' assignments are as follows.
 - SPOT TEAM provides oversight of all teams – Donna
 - WELCOME – Sy and Mulhern
 - OUTREACH – Suzanne and Mimi
 - ADVOCACY – Donna and Katy
 - CULTURE – Amy
 - The staff satisfaction survey questions have been narrowed down.
 - ENGAGE – Helen
- Update on Bookmobile Project
 - Vicky signed the contract and gave it to the auditor. Allocation of ARPA funds was put over 3 years, 250,000 each year. Because the price of the vehicle is a one time, almost 200,000 expense, permission was requested to move money from years 2 and 3 to year 1.
- Chairperson's Report
 - State Aid second payments to be sent in April. Lowell \$119,108.74. FY22 State Aid to Public Libraries – Lowell's total = \$237,921.48.
 - A chairperson should be named for each trustee committee. Donna requested those interested contact her.
- Nominating/Personnel Committee Report

Committee Members:

Katy Aronoff
Linda Kilbride
Donna Richards

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- Governance Committee Report

Committee Members:

*Suzanne Frechette
Syed K. Hasan
Anne Mulhern

Muriel Parseghian

- Art Committee Report

Committee Members:

Linda Kilbride

Donna Richards

* Amy Watson

- Art tours sponsored by the Friends of the Library are scheduled for Thursday, April 7th at 3PM and 6PM.

- Outreach Committee Report

Committee Members:

Donna Richards (PML Foundation)

Helen Littlefield (Friends of the PML)

Katy Aronoff

Muriel Parseghian

- Security/Building and Grounds Committee Report

Committee Members:

Suzanne Frechette

Helen Littlefield

Anne Mulhern

Amy Watson

- Directors Report (Victoria Woodley)

- Victoria prepared the April Director's Report and distributed by email.

- Foundation Report (Donna Richards)

- The PMLF meeting took place on March 17, 2022.
- Author Night is underway. Jamie Ford will be speaking at the Library on May 18th. It will be offered as a hybrid event.
- Much of the meeting was updates or follow up to what is being worked on.
- Our next meeting is scheduled for April 15, 2022.

- Friends of the Library Report (Helen Littlefield)

- Donations will be taken for the book sale on April 16, 23 and 30.
- Limit of two bags per person. Books and DVDs only

- Old Business

- Mulhern attended the Pawtucketville citizens council meeting and gave a presentation on the library. Other trustees are encouraged to do the same at their neighborhood committee meetings.

- New Business

- The trustees wished Vicky good luck and best wishes on her retirement. This was Vicky's last trustee meeting, she retires on April 11, 2022.
- Adjournment
 - The meeting was adjourned at 6:42 PM on a motion by Donna Richards and seconded by Helen Littlefield. All in attendance were in favor.
 - Our next meeting is Wednesday, **MAY 4, 2022**, at 5:30 PM.